

**MICHIGAN AREAS OF CONCERN PROGRAM**  
**REQUEST FOR PROPOSALS**  
**FOR PUBLIC ADVISORY COUNCIL SUPPORT GRANTS**  
**FOR THE PERIOD APRIL 2018 THROUGH FEBRUARY 2019**

## **INTRODUCTION**

The Michigan Department of Natural Resources (MDNR), Office of the Great Lakes (OGL) is providing grant funding to support public advisory councils (PACs) in Michigan's 12 remaining Great Lakes Areas of Concern (AOCs). This funding is intended to support activities of the PACs with a specific focus on assessing and removing beneficial use impairments (BUIs) and delisting AOCs. Up to \$220,000 is available under this request for proposals. Eligible applicants must be nonprofit organizations, units of government, or colleges and universities. Applicants must develop proposals in coordination with the local PAC and the appropriate OGL, AOC Coordinator. A letter of support from the local PAC is a proposal requirement. Grants will be awarded on a competitive basis, and funding is not guaranteed for each PAC. There is no formal limitation on the size of grants, however, they are generally expected to range up to \$30,000 to benefit as many PACs as possible. The deadline for submitting proposals is 5:00 p.m. EST, Friday, March 30, 2018. Projects will be conducted within 11 months between April 2018 and February 2019. Applicants are required to provide proof of a successful audit for a period ending within the 24 months immediately preceding the proposal due date or a copy of your most recent IRS Form 990 submittal. This grant program is funded by the Great Lakes Restoration Initiative (GLRI); funding is provided through the OGL by the United States Environmental Protection Agency (U.S. EPA), Great Lakes National Program Office (GLNPO). Grants will be administered by the OGL. This is a provisional Request for Proposals (RFP), contingent upon availability of funding through the sources noted.

Questions regarding proposals or the application process may be directed to the AOC's assigned OGL, AOC Coordinator (Attachment A).



Deer Lake and White Lake  
were delisted in October 2014.

## **BACKGROUND**

The Great Lakes Water Quality Agreement between the United States and Canada established the Great Lakes AOC Program. A total of 43 Great Lakes AOCs have been formally recognized where one or more of 14 beneficial uses of the water have been identified as impaired. Remedial Action Plans (RAPs) were prepared and are being implemented for each AOC. The RAPs take a comprehensive, ecosystem approach to restoring and protecting beneficial uses in the AOCs. Public involvement is a key component of the RAP process. Community-based PACs have been established for each AOC to facilitate public participation in the RAP process, identify key issues, develop cleanup goals, and guide the development and implementation of restoration activities.

In 2009, the President proposed and Congress approved funding for the GLRI, an unprecedented, multi-year program to restore the Great Lakes. The GLRI strategically targets urgent problems facing the Great Lakes – including restoring degraded AOCs – by providing funding for a number of critical programs and activities. The full GLRI Action Plan is available online at:

<https://www.glri.us/actionplan/index.html>.

Currently, twelve AOCs are located within Michigan's jurisdiction (see map above). Michigan's AOC Program is administered by the OGL in cooperation with local communities and other state and federal agencies. In 2006, the OGL completed the *Guidance for Delisting Michigan's Great Lakes*

*Areas of Concern (Guidance)* that established statewide restoration criteria for 12 of the 14 BUIs considered under the AOC Program. The *Guidance* was revised in 2015. PACs from individual AOCs either adopt these statewide criteria or develop local AOC-specific criteria for approval by the MDNR, OGL. The *Guidance* also outlines a process to formally remove individual BUIs once the criteria have been met, and delist AOCs once all BUIs have been removed. Implementing the *Guidance* to assess and remove BUIs is a major focus of Michigan's AOC Program. The *Guidance* is available online at:

[https://www.michigan.gov/deq/0,4561,7-135-3313\\_3677\\_15430-35544--,00.html](https://www.michigan.gov/deq/0,4561,7-135-3313_3677_15430-35544--,00.html).

PACs perform several critical functions that contribute to achieving the delisting goals outlined in the GLRI Action Plan and the MDNR, OGL *Guidance*, *RAP Updates*, *Stage 2 RAPs*, and *Delisting Strategy* documents. This grant funding is intended to support operational and project-specific activities that will advance the aforementioned delisting goals. Applicants must develop proposals in coordination with the local PAC and OGL, AOC Coordinator. PACs that fail to advance progress through this grant program may not continue to receive funding. A letter of support from the local PAC is a proposal requirement.

To learn about the current status of an AOC and identify priority projects needed for AOC delisting or BUI removal, please contact the AOC Coordinator for that AOC (Attachment A).

### **FUNDING AVAILABILITY**

#### **Funding Available:**

Up to \$220,000 is available under this RFP. Continued funding for PAC support grants is anticipated, but not guaranteed, under the GLRI through 2021.

#### **Grant Amount:**

Grants will be awarded on a competitive basis. Funding is not guaranteed for each PAC. There is no formal limit on the amount of grants awarded; however, grants are expected to range up to \$30,000 in order to benefit as many PACs as possible.

#### **Project Period:**

Projects may begin as soon as the grant is awarded (expected to be about April 1, 2018) and are expected to be completed within a maximum of 11 months, (i.e., by February 28, 2019). The final project period will be contingent upon the review and selection of qualified projects and finalization of grant agreements with the grantees. No extensions to the grant period will be allowed.

#### **Eligible Applicants:**

Nonprofit organizations, units of government, and colleges or universities working with PACs in one of Michigan's 12 AOCs are eligible to receive grants. PACs wishing to apply that are not incorporated as a nonprofit should work with an eligible recipient that can serve as a fiscal agent for the grant.

#### **Proposal:**

Applicants must develop proposals in coordination with the local PAC and AOC Coordinator. Contact information for AOC Coordinators and PACs can be found in Attachment A.

#### **PAC Endorsement:**

All proposals must be endorsed by the PAC specific for that AOC. PAC contact information is listed in Attachment A. PAC endorsement shall take the form of a written letter or email of support to be submitted with the proposal. Proposals without a letter of support from the local PAC will not be considered for funding.

#### **Eligible Activities:**

In general, activities eligible for funding under this RFP are those that support PAC efforts (operational or project-specific); advance projects included in the *Delisting Strategy* or identified by the AOC Coordinator; prepare documentation in support of BUI removal or AOC delisting; or develop proposals to remove BUIs or delist an AOC. Such activities include, but are not limited to:

- Convene partners/committees, hold meetings/workshops, and perform other associated logistical tasks for PAC operations, such as:
  - Prepare and distribute meeting agendas and summaries;
  - Post meeting and event notifications through print or electronic media;
  - Maintain PAC member list serves;
  - Arrange meeting logistics;
  - Recruit suitable membership consistent with PAC bylaws;
  - Review, revise, or produce updated educational materials for PAC members;
  - Retain records of PAC operations including meeting minutes, grant agreements, reports and receipts;
  - Prepare grant proposals to pursue funding opportunities in support of BUI removals and AOC delisting.
- Assess BUIs (including technical support such as GIS mapping and analysis, survey work, research, or other expert consultation);
- Implement actions or projects to remove BUIs;
- Prepare documentation justifying BUI removals;
- Conduct public outreach and education;
- Facilitate AOC delisting once all BUIs have been removed;
- Plan transition for organizations desiring a role post AOC delisting.

Activities that are NOT eligible for funding under this RFP include public events not directly related to BUI removals or AOC delisting, e.g., “watershed festivals,” and travel to SPAC meetings or the annual regional AOC conference. Activities related to restoration criteria, BUI removal, and/or AOC delisting must be conducted in accordance with the *Guidance* or other state-approved delisting criteria. Successful applicants proposing environmental sampling and monitoring will be required to submit an approvable Quality Assurance Project Plan (QAPP) to the AOC Coordinator and obtain approval prior to any sample collection, monitoring, and analysis. Priority will be given to proposals that support activities that can be directly linked to projects identified in the *Delisting Strategy* or have been identified as a priority by the AOC Coordinator.

## **APPLICATION PACKAGE**

The proposal must be developed in partnership with the local PAC and AOC Coordinator. Proposals must be no longer than five pages in length (not including budget and attachments) and must contain the following information:

### **Application Cover Page:**

The cover page should list the project title, location (city, township, village), county, and the relevant

AOC being addressed. It must clearly state the grant amount requested, match amount provided, and

total project cost. Information about the applicant must include:

- Applicant’s agency or organization name;
- Applicant’s mailing address;
- Authorized representative’s e-mail address;
- Authorized representative’s telephone number;
- Applicant’s Federal ID#;
- Applicant’s DUNS #;
- Name, title, and contact information of the project contact, if different from that of the applicant’s authorized representative.

Project Summary:

Provide a one paragraph summary of the project proposal.

Applicant Background:

Brief description of the applicant (e.g., type of organization, nonprofit status).

Statement of Qualifications:

Summarize the applicant's professional qualifications and experience as they relate to the general selection criteria listed in the next section. Include a brief history of previous PAC support grants, if applicable.

Work Plan:

Describe the major tasks that will be undertaken to complete the project and the approximate amount of time team members will devote to each task. Explain how the project will support AOC work; advance the *Guidance* and/or *Delisting Strategy*; and/or how it relates to the goals outlined in the GLRI Action Plan. If data are to be collected, an approvable QAPP is required within 30 days of the grant award and must be approved before any sampling takes place.

Project Outcomes and Deliverables:

Describe the outcomes from the proposed project and list specific products and materials that will be produced. Materials produced must be made available to the MDNR electronically, in a user-friendly format. If the proposal is comprised of more than one project or project component, please provide the percentage of the overall budget for each project or component.

Local Support and Related Activities:

Briefly describe any collaboration or support from public or private entities in implementing the proposed project, including any funding and/or in-kind support that may be provided, and how the proposed project relates to other local activities being implemented to achieve an overall larger beneficial impact. If in-kind support is proposed, describe how it will be tracked and reported. All proposals must be endorsed by the PAC specific for that AOC (refer to Attachments below).

Project Team:

List names and professional qualifications of the individuals who will conduct the work, including contractors; their specific responsibilities; and the approximate amount of time they will devote to the project. Competitively bidding-out contractual services associated with the proposed work plan tasks is strongly encouraged. If a competitive selection process will not be used, provide justification for not doing so.

Project Tasks and Schedule:

Display time lines for major tasks, target milestones for critical intermediate and final products and key project outcomes/deliverables.

Tasks	April- June 2018	July- Sept. 2018	Oct.- Dec. 2018	Jan.- Feb. 2019	Outcome/Deliverables

## **PROJECT BUDGET**

Download and use one of the following budget forms based on your organization's approach towards project indirect costs:

- Please utilize this budget form if the project does not require any reimbursement of indirect costs. OGL Project Budget Worksheet – Federal and Non Federal Funds ([www.michigan.gov/documents/deq/deq-ogl-BudgetProposal-FedandNonFedFunds\\_536539\\_7.xlsx](http://www.michigan.gov/documents/deq/deq-ogl-BudgetProposal-FedandNonFedFunds_536539_7.xlsx)).
- Please utilize this budget form if the project requires reimbursement of indirect costs, but the applicant does not have a Negotiated Indirect Cost Rate Agreement (NICRA). This budget form will calculate the indirect costs utilizing a 10 percent de minimis rate. OGL Project Budget Worksheet - 10 percent De minimis ([www.michigan.gov/documents/deq/deq-ogl-Budget\\_Proposal-10percent-de-minimis\\_536541\\_7.xlsx](http://www.michigan.gov/documents/deq/deq-ogl-Budget_Proposal-10percent-de-minimis_536541_7.xlsx)).
- Please utilize this budget form if the applicant has a NICRA and is asking for reimbursement of indirect costs. A copy of the NICRA must also be submitted with the application. OGL Project Budget Worksheet – NICRA ([www.michigan.gov/documents/deq/deq-ogl-Budget-Proposal-NICRAFederally-Negotiated-Rate\\_536547\\_7.xlsx](http://www.michigan.gov/documents/deq/deq-ogl-Budget-Proposal-NICRAFederally-Negotiated-Rate_536547_7.xlsx)).

Using the appropriate form, itemize the following project costs as described:

- Salaries: For each member of the project team, please specify title, number of hours, and hourly rate.
- Fringe benefits: No formal limit on the rate of fringe benefits is established; however, if the fringe rate exceeds 35 percent, please provide a detailed breakdown of the fringe elements.
- Contracts: There are limits to costs for consultants or other contract work. Note: There is a cap on the rate that can be charged for individual consultants. Per U.S. EPA funding requirements: *the salary rate (excluding overhead) paid to individual consultants shall be limited to the maximum daily rate for Level IV of the Executive Schedule (formerly GS-18), to be adjusted annually. As of January 1, 2018, the limit is \$631.54 per day and \$78.94 per hour. This rate does not include transportation and subsistence costs for travel performed.* Consultant expenses exceeding these caps will not be allowed.
- Other direct costs: Other eligible costs, such as project supplies, equipment, phone, postage, etc. Please itemize and provide calculations for costs when applicable. Costs for “refreshments” and/or “food” for meetings and events are not allowable under this RFP.
- Travel: Please provide a justification for the amount of travel funds requested, including meeting dates and locations, number of travelers, mileage, etc. Mileage expenses are limited to the federal rate of \$0.545 per mile for business miles driven. Travel funds for attendance at SPAC meetings or the annual regional AOC conference are not eligible under this RFP.
- Match: Please list the source of match and a description, e.g., cash, in-kind (include rate calculation if using staff time). Matching funds are not required for this grant opportunity, but local contributions will be viewed favorably. You may count volunteer time as match. Using MDNR Policy 10-001, the rate allowed is \$24.14 per hour for professionals working in a non-professional capacity. Minimum wage is now \$9.25 per hour.

## **ATTACHMENTS**

A written letter or email of support for the proposal from the PAC is required and should be submitted as an attachment (see Attachment A for PAC contact information). A proposal that is submitted without a letter of endorsement from the appropriate PAC will **not** be considered for funding. Letters of support from other local partners are also encouraged. Other supporting documentation may also be provided, but is not required.

**NEW THIS YEAR: Applicants are required to provide proof of a successful audit for a period ending within the 24 months immediately preceding the proposal due date or a copy of your most recent IRS Form 990 submittal.**

## **EVALUATION CRITERIA**

Proposals will be evaluated and selected by the OGL. Proposed projects should implement AOC work; advance projects included in the *Delisting Strategy*; or prepare documentation in support of BUI removal or AOC delisting. As noted under the *Eligible Activities* section, priority will be given to proposals that support activities that can be directly linked to projects identified in the *Delisting Strategy* or have been identified as a priority by the AOC coordinator. In addition, consideration will be given as to distribution of available funding in order to benefit as many PACs/AOCs as possible. Applicants proposing projects that include environmental sampling and monitoring must develop a QAPP to demonstrate their ability to follow Quality Assurance/Quality Control procedures for sample collection and analysis. Other general selection criteria include:

- Applicant involvement in the Great Lakes AOC Program, including understanding of OGL's *Guidance* and contributions to specific RAP activities, and project coordination with the AOC Coordinator;
- Applicant ability to coordinate proposal development with AOC Coordinator and local PAC;
- Applicant ability and willingness to work collaboratively with the PAC and other local stakeholders;
- Application includes the required letter of support from the local PAC and local groups;
- Applicant capacity to successfully manage the grant and achieve the goals of the proposed project;
- Applicant technical qualifications related to water quality, contaminant sources and loadings, fish and wildlife populations, ecological monitoring, and related issues;
- Applicant experience in the areas of watershed management; planning and implementing RAPs, and stakeholder involvement;
- Reasonableness, necessity, and eligibility (of costs) of the proposed budget for the level of work proposed and for the expected benefits to be achieved.

The OGL reserves the right to reject all or part of any work plan and to negotiate specific work products and project budgets with applicants.

## **SCHEDULE**

This schedule was developed to meet state reporting requirements specified by the GLRI grant provided to the OGL by the GLNPO.

March 13, 2018:	Request for Proposals released
March 30, 2018:	Deadline for submitting proposals
April 2, 2018 to April 20, 2018:	Announcement of awards
April 2, 2018:	Earliest initiation of grant activities
February 28, 2019:	Latest conclusion of grant activities
March 31, 2019:	Latest submission of final reports and grant deliverables

## **REPORTING REQUIREMENTS AND FUNDING DISBURSEMENT**

Quarterly (i.e., every three months) financial and progress reports are required during the grant period and will be due 30 days after the end of each quarter. These reports shall be submitted to the AOC Coordinator using the forms provided by the OGL. Payment to the grantee will be made on a

reimbursement basis only.

All payments will be reimbursed upon receipt and approval of the progress and financial reports noted above. The schedule for financial reports and funding disbursements is subject to change based on the proposed project period and will be negotiated between the OGL and the grantee. Final progress and financial reports will be due within 30 days of the project end date and must demonstrate completion of all work plan tasks. Further, payment of final grant funds will be conditional on receipt of copies of all materials produced under the grant. These products will need approval from the OGL. The OGL will reserve the right to withhold the final payment (25 percent of the grant amount) pending completion of all work plan tasks.

### **SUBMITTAL INSTRUCTIONS**

**Complete applications must be emailed no later than March 30, 2018. Provide an electronic copy of the application** and associated materials via email to [berryv@michigan.gov](mailto:berryv@michigan.gov) and to the appropriate AOC Coordinator.

### **ADDITIONAL INFORMATION**

Points of contact for this request for proposals are the assigned MDNR, OGL, AOC Coordinator and Rick Hobrla, AOC Program Manager, Office of the Great Lakes, 517-284-5043, [hobrlar@michigan.gov](mailto:hobrlar@michigan.gov).

Contacts for Michigan's 12 AOC PACs are listed on Attachment A.



## ATTACHMENT A

### Contacts for Michigan's Great Lakes Areas of Concern

*January 2018*

#### **Public Advisory Council Contacts**

##### Clinton River

Mary Bednar  
Clinton River Public Advisory Council  
40700 Romeo Plank Rd.  
Clinton Township, MI 48308  
Phone: 586-286-8000  
[m.bednar@clintontownship-mi.gov](mailto:m.bednar@clintontownship-mi.gov)

Amanda O'Parka  
Clinton River Watershed Council  
1115 W. Avon Rd.  
Rochester, MI 48309  
Phone: 248-601-0606  
[amanda@crwc.org](mailto:amanda@crwc.org)

##### Detroit River

Mary Bohling, Chair  
Detroit River Public Advisory Council  
Michigan Sea Grant Extension  
15100 Northline Road, Suite 200  
Southgate, MI 48195  
Phone: 734-720-7689  
[bohling@msu.edu](mailto:bohling@msu.edu)

##### Kalamazoo River

Jamie McCarthy  
Kalamazoo River Watershed Council  
1523 Riverview Dr., Suite A  
Kalamazoo, MI 49004  
Phone: 269-978-4606  
[krwc@kalamazooriver.org](mailto:krwc@kalamazooriver.org)

##### Manistique River

Corey Barr, Chair  
Manistique River Public Advisory Council  
Water/Wastewater Superintendent  
City of Manistique  
300 N. Maple Street  
Manistique, MI 49854  
Phone: 906-450-3682  
[water@mstq-water.com](mailto:water@mstq-water.com)

##### Menominee River

Donna Buechler  
Menominee River Citizens Advisory  
Committee  
Menominee Conservation  
District  
E106 South Drive  
Stephenson, MI 49887  
Phone: 906-753-6921 ext. 101  
[menomineecd@gmail.com](mailto:menomineecd@gmail.com)

##### Muskegon Lake

Kathy Evans  
West Michigan Shoreline Regional  
Development Commission  
316 Morris Ave., Suite 340  
Muskegon, MI 49443-0387  
Phone: 231-722-7878, ext. 17  
[kevans@wmsrdc.org](mailto:kevans@wmsrdc.org)

##### River Raisin

Dan Stefanski, Chair  
River Raisin Public Advisory Council  
Phone: 734-216 6855  
[danski@ameritech.net](mailto:danski@ameritech.net)

Barry S. LaRoy, P.E.  
Director of Water & Wastewater Utilities  
City of Monroe  
Phone: 734-384-9122  
[Barry.Laroy@monroemi.gov](mailto:Barry.Laroy@monroemi.gov)

##### Rouge River

Dan Ballnik, Chair  
Rouge River Advisory Council  
23035 Hollander  
Dearborn, MI 48128  
Phone: 313-359-2967  
[dcballnik@gmail.com](mailto:dcballnik@gmail.com)

##### Saginaw River/Bay

Bill Wright, Chair  
Partnership for the Saginaw Bay  
Watershed  
[Impart77@gmail.com](mailto:Impart77@gmail.com)

##### St. Clair River

Paulette Duhaime  
St. Clair River Binational Public Advisory  
Council  
9386 N. River Rd.  
Algonac, MI 48001  
Phone: 810-794-3390  
[scrbpac@att.net](mailto:scrbpac@att.net)

##### St. Marys River

Greg Zimmerman  
Dep't of Biology  
Lake Superior State University  
Sault Ste. Marie, MI 49783  
906-635-2470  
[gzimmerman@lssu.edu](mailto:gzimmerman@lssu.edu)

##### Torch Lake

G. Dave Jukuri, Chair  
Torch Lake Public Action Council  
1100 Century Way  
Houghton, Michigan 49930  
Phone: 906-482-0001, ext 115  
[Gerald.Jukuri@century21northcountry.com](mailto:Gerald.Jukuri@century21northcountry.com)



**MICHIGAN DEPARTMENT OF NATURAL RESOURCES  
OFFICE OF THE GREAT LAKES**



**MICHIGAN AREAS OF CONCERN PROGRAM REQUEST FOR PROPOSALS FOR PUBLIC ADVISORY COUNCIL SUPPORT GRANTS**  
*The state is authorized to provide grant assistance pursuant to funding provided by the Great Lakes Restoration Initiative*

---

**Michigan Department of Environmental Quality**

**Office of the Great Lakes Area of Concern Contacts**

<b>Area of Concern</b>	<b>Contact</b>	<b>Phone Number</b>	<b>Email Address</b>
St. Clair River River Raisin Detroit River	Melanie Foose	517-897-3244	<a href="mailto:foosem@michigan.gov">foosem@michigan.gov</a>
Kalamazoo River Saginaw River/Bay St. Marys River Manistique River	John Riley	517-284-5045	<a href="mailto:rileyj2@michigan.gov">rileyj2@michigan.gov</a>
Rouge River Clinton River	Jennifer Tewkesbury	517-897-3257	<a href="mailto:tewkesburyj@michigan.gov">tewkesburyj@michigan.gov</a>
Menominee River Muskegon Lake Torch Lake	Stephanie Swart	517-284-5046	<a href="mailto:swarts@michigan.gov">swarts@michigan.gov</a>